



# Rotary District 7610

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## District Leadership Plan and Procedures Manual 2018

**Rotary**



# District Leadership Plan 2018

## Acknowledgement

This District Leadership Plan was produced by the District Leadership Plan (DLP) Committee, comprised of the following Rotarians:

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## Authority

This District 2018 Plan supersedes all previous District Leadership Plans and District Organization, Policy and Procedures documents.

William Glenn Yarborough, Jr.  
Governor 2018-19  
Rotary District 7610

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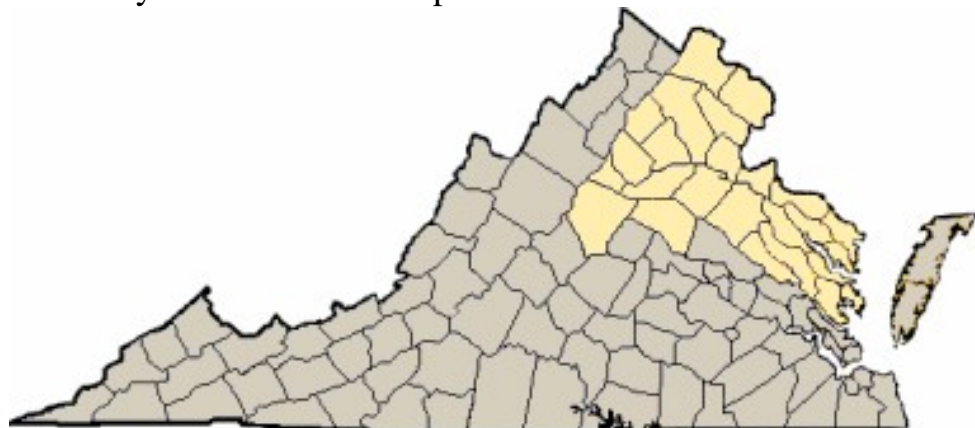
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# Rotary International District 7610



The purpose of the District Leadership Plan and Procedures Manual is to provide guidelines and assist the district officers and district leadership team, under the direction of the governor, to function effectively in support of the clubs. This Manual should also help strengthen Rotary at the district and club levels by providing timely and responsive support to clubs; a larger and more accomplished supply of well-trained leaders in the district; a larger and stronger field of leaders dedicated to district service; greater participation in Foundation programs and district-level Rotary International (RI) activities; and a challenging role for the governor as an innovative leader.

The Manual is published every three years and shall include updates as required by the most recent Council on Legislation. A copy of the Manual shall be sent to each District 7610 Rotary Club and shall be published on the District web site.



## District Boundaries

USA – Virginia, that portion east of western boundaries of Loudoun, Fauquier, Rappahannock, Madison, Greene, and Albemarle counties, and north of southern boundaries of Albemarle, Louisa, Spotsylvania, Caroline, King William, King and Queen, Gloucester, and Mathews counties, and west of Chesapeake Bay and Potomac River.

## **Introduction**

This District Leadership Plan and Procedures Manual is designed to provide guidelines and to assist the district officers, district leadership team, and committee chairs to function effectively under the direction of the district governor.

## **Purpose**

To facilitate and foster:

- Faster and more responsive support to clubs
- A larger and more accomplished supply of well-trained leaders
- A larger and stronger field of leaders dedicated to district service
- Greater participation in Foundation programs and district-level RI activities
- A more challenging role for the governor as an innovative leader

## **Intent**

This Manual is intended to supplement and/or clarify the provisions of the *RI Manual of Procedure* and the *Rotary Code of Policies* and in no way shall contradict or supersede the provisions of these publications.

## **History**

District 7610 has had district bylaws or policies and procedures since 1988 when it was first created by splitting a large District 760 into two smaller districts, 760 and 761. In 1991, Rotary International added a zero, and the district became 7610. In 1998, the district adopted a District Leadership Plan and has updated it periodically to conform to the requirements of the RI governing documents.

## **Job Descriptions**

The District 7610 Job Description Manual includes purpose, duties and responsibilities for all district-level positions and is available for download on the district web site.

## **Policies**

District 7610 Policies Manual is available for download on the district web site.

# DISTRICT 7610

## DISTRICT LEADERSHIP PLAN AND PROCEDURES MANUAL

<h3>Section 1</h3> <h4>District Administration</h4>
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### 1.0 District Administration

The district administration exists solely to assist the individual Rotary clubs in the advancement the Object of Rotary. Participation in district activities is open to all Rotarians. Appointment to district positions of past club presidents and past district governors is encouraged.

### 1.1 Organization and Procedures

The district governor is the only Officer of Rotary International in the district and serves as the district administrator. All district officers, leaders and the district Administrative Assistant assist the governor. The governor operates under the supervision of the RI President and RI Board of Directors.

### 1.2 Conflict of Guidelines and Procedures with Rotary International Documents

Nothing in this manual is intended to take precedence over the RI Constitution and By-Laws or the procedures of RI as contained in the latest edition of the RI Manual of Procedure (RIMOP) or in the RI Code of Policies (RICoP). In the event of a conflict between this district manual and the governing documents of RI, the RI documents will prevail. This district manual is not intended to be all-inclusive or a stand-alone document but is implemented in conjunction with all RI procedures and policies.

### 1.3 Strategic Planning

The activities and organization of a Rotary district exist to assist the individual Rotary clubs in the advancement the Object of Rotary by providing initiatives to foster fellowship activities, support community and international service opportunities, advance international understanding and goodwill, and ensure high ethical standards in all endeavors. In order to accomplish this as well as continuity of operations from one leadership team to the next, Rotary International encourages Rotary clubs and districts to develop strategic plans and align them with the RI Strategic Plan.

### 1.4 Communication Protocol/Responsibilities (see District Policies Manual for complete communication policy)

Rotary District 7610 communication policy encourages Rotarians to communicate at all levels through the use of telephone, personal e-mail, district newsletter, district website, and social media accounts, as well as US mail as needed, using appropriate business etiquette. The Communications Committee works to support the dissemination of district and Rotary

International information throughout the district in a timely manner.

**1.5 Transfer and/or Retention of Information and Records** (see District Policies Manual for complete Retention Policy)

The governor shall provide to the governor-elect, prior to the date of the International Assembly, full information as to condition of clubs in the district with recommended action for strengthening clubs, including copies of the second quarterly report or equivalent. At the end of the Rotary year, the governor shall transfer to the governor-elect all continuing district records that are not available in the district office, at a minimum to include copies of the Memo of Club Visit.

All district officers and committee chairs have the responsibility to provide the district Administrative Assistant with copies of their files/documents that are of an historical value, and/or are essential to the efficient functioning of the district or are required by Rotary International and/or district 7610 to be retained. Files that support the efficient functioning of the specific office or committee that do not need to be retained in the district office should be transferred to the appropriate district officer or committee chair.

**1.6 District Fund**

All funds of the district and Rotary International, global and district grant monies, and the funds of the Rotary District 7610 Foundation, Inc. shall each be maintained in separate accounts. The District Fund shall be used solely for payment of administrative expenses of the district and the costs and expenses of authorized district programs and activities.

The district shall assess a mandatory district dues levy upon the clubs each year. The assessment shall be on a *per capita* basis. The amount of such *per capita* levy shall be approved each year in connection with the adoption of the district budget.

**1.7 Rotary District 7610 Foundation, Inc.**

The District 7610 Foundation, Inc. is a non-stock 501(c)3 corporation organized and operated to implement long-term educational and charitable community service programs of Rotary District 7610. Established and incorporated in the Commonwealth of Virginia, the corporation is controlled and managed by a separate Board of Directors.

**1.8 Promulgation**

A copy of this current, approved Manual shall be sent to each club, maintained at the district office and posted on the district web site.

**1.9 Insurance**

The district and all clubs shall participate in the mandatory liability insurance program provided by or through Rotary International. Each club shall be responsible for the payment of such assessment as required by RI for such coverage.

**Clubs are urged to obtain the advice of legal counsel and insurance counsel on the need for protection against liability resulting from club projects and activities.**



## **Section 2**

### **District Leadership Team**

**2.0** The District leadership team includes assistant governors, district committee chairs, and incoming and past governors. The team functions under the direction of the governor. The intent of this leadership structure is to distribute the workload of the governor, assure better continuity of leadership, utilize the services of capable and experienced Rotarians and provide for a more direct and adequate assistance to clubs.

**2.1 District Officers** (See complete job descriptions in District Job Description Manual)

The officers of the district shall be the elected governor, governor-elect, and governor nominee; plus the secretary, treasurer, and assistant governors who shall be appointed by the governor. Each shall have duties as prescribed below.

**2.2 Governor**

The governor is the only officer of RI in the district, functioning under the general control and supervision of the RI Board. The status, qualifications and duties of the governor are stated in the above referenced manuals. Previous experience as an assistant governor is desirable, but not required.

**2.2.1 Vice Governor** The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties.

**2.3 Governor-Elect**

The requirements and duties of the governor-elect are stated in the *RI Manual of Procedure* and include chairing the Personnel Committee and the District Advisory Council. Duties can include additional assignments by the district governor. The governor-elect shall attend the International Assembly and the Governors-elect Training Seminar and all other district meetings and training sessions as required.

**2.4 Governor-Nominee**

The qualifications of a governor nominee along with the selection time-line are as stated in the *RI Manual of Procedure*. The governor nominee shall attend any appropriate training offered by the district and the zone.

**2.5 Secretary**

The district secretary shall be a Rotarian, and shall perform such duties as required by the district governor.

## **2.6 Treasurer**

The district treasurer shall serve as an *ex officio*, voting member of the Finance Committee and shall keep proper records of income and expenditures for each of the district's funds. The district governor and treasurer will supervise the funds that will be held in a bank account in the district's name. The treasurer provides financial skills, continuity and knowledge to the leadership team and is responsible for the financial function within the district. The individual should be familiar with finance, accounting, and bookkeeping practices but does not need to be an accountant or CPA. It is recommended that the treasurer serve not less than two or more than three years. The treasurer shall adhere to all District Finance Committee Administrative Policies. See District Policies Manual for all district financial policies.

## **2.7 Assistant Governor**

Assistant governors (AG) are district appointees and are not officers of RI. Each AG is appointed on an annual basis to serve a one-year term. An AG may serve up to but not more than three consecutive terms to provide continuity in the district leadership. It is recommended that no past governor serve as an AG. The minimum criteria for selecting AGs, their responsibilities, and expectations are outlined in the *District Job Description Manual*.

AGs shall be named by the governor-elect at least six months prior to the beginning of the next Rotary year in order that they may receive appropriate training, work with the incoming club leadership of their assigned clubs, and assist the governor-elect in planning club visitations and other district activities. Each AG should be assigned between three and five clubs.

AGs will work with and support their assigned clubs to develop and implement a Club Leadership Plan. The AG will meet with and assist incoming club president of his/her assigned clubs before the beginning of the Rotary year to implement and review annually the Club Leadership Plan, discuss the club's goals, and review the *Planning Guide for Effective Clubs*.

AGs serve at the pleasure and discretion of the governor, who may remove any AG at any time and appoint a replacement during the governor's term of office.

## **2.8 District Committee Chairs.**

The governor appoints committee chairs to assist in achieving the goals he/she has set for their respective functional areas. As an objective, terms for committee members should be for three years on a staggered basis so that returning leaders will always be in place to guide new team members. The governor-elect, governor, governor nominee and immediate past district governor work together as the operations committee to ensure continuity of leadership and succession planning. The governor-elect, prior to the start of his/her year in office, is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings.

<p><b>Section 3</b> <b>District Committees</b></p>
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**3.0** The district governor may appoint any or all of the following committees:

<p>Membership Attraction and Engagement          New Club Development          Finance          District Programs, including              Interact              Rotaract              Rotary Community Corps              Rotary Fellowships              Rotary Friendship Exchange              Rotary Youth Exchange              Rotary Youth Leadership Awards          (RYLA)          Public Image</p>	<p>District Conference          The Rotary Foundation          Convention Promotion          District Training          Service, including              Club Service              Community Service              International Service              New Generations (Youth) Service              Vocational Service          Alumni          Member Benefit</p>
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**3.1 Committee Structure**

The governor-elect, governor-nominee, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. Unless otherwise set forth herein for a particular committee, each committee shall consist of three Rotarians with each serving staggered three-year terms. Each year, the governor-elect shall select one member of the committee to serve as chair for the ensuing year. The governor and governor-elect shall be *ex officio* voting members of all committees. Members should come from clubs spread geographically throughout the district, whenever possible.

**3.2 Committee Mission and Responsibilities.**

Mission and responsibilities of the above listed committees are provided in the RICoP. Those that have unique features in this district and others that this district has elected to establish are addressed below.

**3.2.1 Operations Committee** (see Policies and Job Descriptions Manuals).

The district Operations Committee is composed of the governor serving as chair, governor-elect serving as vice-chair, governor-nominee, governor-nominee designate upon selection by the district, and immediate past district governor. The governor-nominee shall act as secretary, keep all minutes and other permanent records. The committee shall confer regularly but not less than once per month on district operations and activities to insure continuity of leadership, succession planning and direction of the district, establish dates, secure facilities, and appoint district committees for district events. The governor may appoint *ad hoc* members as deemed necessary. If any *ex-officio* member is unwilling or unable to serve, the governor shall appoint a qualified replacement. The purpose of the committee is to achieve continuity and to develop a sustainable district culture. Therefore, it is imperative that this committee agree to any modifications, additions or deletions of district policies and job descriptions.

**3.2.2 Finance Committee** The Finance Committee members shall safeguard the assets of the district fund by reviewing and studying the necessary expenses of the district administration, and shall prepare an annual report on the status of the district’s finances. They shall prepare a budget in cooperation with the incoming governor to include district expenditures and the per capita levy. Said budget is to be submitted to the clubs at least four weeks prior to the meeting of incoming club presidents to be approved in accordance with RI Bylaws. The committee shall also perform other duties as required by the RMOP.

The committee shall consist of eight members as follows: district governor; district treasurer (*ex officio*, voting); governor-elect; governor nominee; the chair appointed by the governor; and three Rotarians with staggered, three-year terms, with preference given to Rotarians with accounting/finance as a component of their vocation or profession. The governor will appoint/reappoint one Rotarian for a period of three years and/or fill vacancies as needed. The governor nominee designate, immediate past governor and immediate past treasurer are *ex officio*, non-voting members. The district secretary is a non-voting committee member and serves as committee secretary.

**3.2.3 The Rotary Foundation Committee**

The district Rotary Foundation committee Chair (DRFC) operates under a three-year appointment approved by the Trustees of The Rotary Foundation. The committee assists to educating, motivating, and inspiring Rotarians to participate in Foundation grant and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and Rotarians. The subcommittee chairs are members of this committee.

The DRFC is responsible for appointing committee members to fill vacancies, appointing committee chairs subject to approval of the governor, and conducting meetings before the start of the year in office. The district governor is an ex-officio member of the committee and provides one of two authorizing signatures for the use of the District Designated Fund to reflect the decisions of the district Rotary Foundation committee. The current district governor cannot serve as the DRFC chair.

The members of each subcommittee should, insofar as possible, have experience in their subcommittee’s area of responsibility. Subcommittees shall be appointed to address the following ongoing administrative functions:

PolioPlus  
Grants

Fundraising  
Stewardship

Sub-committees also include, but are not limited to:

Annual Fund  
Paul Harris  
Society  
Rotary Peace  
Fellowships

Endowment/Major Gifts  
Vocational Training Teams  
Scholarships  
Foundation Newsletter  
Foundation Treasurer

Descriptions of the duties of the District Rotary Foundation Chair and each of the subcommittees can be found in the *District Job Description Manual*.

### **3.2.4 Training Committee**

The district training committee supports the governor and governor-elect in training club and district leaders and overseeing the training plan for the district. As the chair of the training committee, the district trainer assigns responsibility for training meetings and functions as necessary. District training events are identified and defined in the RICoP.

In addition to the events for which he is directly responsible, the district trainer will support:

- The Membership Committee with the District Membership Seminar
- The District Conference Committee with the conduct of the District Leadership Seminar at the District Conference
- The Rotaract Chair in promoting Rotaract training

### **3.2.5 Governor's Nominating Committee (RMOP Bylaws 14.020)**

The Governor's Nominating Committee shall meet annually to select a nominee for district governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The committee shall be composed of eight members (seven voting): the immediate past district governor who shall serve as chair; the current district governor as an *ex officio* non-voting member; the three most recent additional past district governors who are still members of a club in the district and who are available to serve; and three past club presidents appointed by the district governor. Insofar as possible, committee membership should represent the geography and diversity of the district's membership, and no member of a club that has submitted a candidate for governor shall serve on the committee.

The committee shall be responsible for seeking out and proposing the best available candidate for governor-nominee and shall interview all candidates and their partners. All actions taken shall be by majority vote of those present and voting. The governor-elect and the governor-nominee shall be invited to attend and participate in the interview process, but only committee members shall be present during voting of the committee.

**Vice-Governor** (RMOP Bylaws 6.120) The nominating committee for governor may select one available past governor, proposed by the governor-elect, to be named vice-governor who shall serve during the year following selection. If no selection is made by the nominating committee, the governor-elect may select a past governor as vice-governor. If practical, the immediate past district governor is the preferred candidate.

**Councils on Legislation and Resolution Representative** (See job Description Manual). Every third year, the Governor's Nominating Committee will also select the district's representative and alternate to the Councils on Legislation and Resolution using the same procedure as for the district governor selection. This shall be done in the year two years preceding the Council on Legislation. Candidates for representative shall not be eligible to serve on the committee.

### **3.2.6 District Leadership Plan and Legislative Committee** (see District Job Description Manual for complete duties)

The district's elected representative to the Councils on Legislation (COL) and Resolution shall chair the committee. The governor shall appoint a minimum of five additional members to include the elected COL alternate representative and a past governor. Duties of the committee include modifying the DLP and Procedures Manual as necessary but not less than every three years following the COL; briefing clubs about the COL and its duties; assisting clubs with legislation to be proposed for consideration by the clubs; advising clubs on timing of submission and proper preparation of any proposal. The committee chair shall present for a vote all proposals at the district conference, or in rare instances, through ballot by mail if there is insufficient time to meet the RI suspense

### **3.2.7 Youth Protection** (see District Job Description Manual for complete job description of committee and committee responsibilities)

The district youth protection committee is comprised of the governor-elect, and the following persons appointed annually by the governor as prescribed by RI policy: a past district governor who serves as chair; new generations chair; district youth protection officers; youth exchange chair; interact chair; and the district Administrative Assistant (*ex-officio-non voting*). This committee is responsible for revising, and maintaining the district youth protection policy and associated materials, receiving periodic reports pertaining to youth protection activities and assurances and periodic reports as relevant pertaining to the youth protection practices of district Rotary clubs, Rotarians and designated youth programs.

#### **District Youth Protection Committee Responsibilities:**

- Certify Rotary clubs annually for participation and/or sponsorship of Rotary activities involving youth. Certify youth program chairs, coordinators and supervisors for work with youth;
- As requested by district youth protection officer(s), evaluate selected volunteer files containing results of background and reference checks to determine necessary action to be taken to approve or deny certification to work with youth. This committee makes final determinations about contested background check clearances;
- As requested by the district governor, oversee the district response to allegations of abuse and harassment in an appropriate and timely manner in accordance with district 7610 abuse and harassment allegation reporting guidelines;
- Review the district youth protection policy annually and make revision recommendation to the governor as required in the district policies manual for modifying a district policy.

### **3.2.8 Personnel Committee**

The personnel committee sets personnel policy, recommends personnel to be appointed by the governor subject to approval of any expenditures within the district budget, and reviews the Administrative Assistant performance review prepared by the district governor. The committee members shall be: the governor, governor-elect, governor nominee, treasurer, trainer and the immediate past governor. The governor-elect shall serve as chair and the district secretary shall

serve as secretary.

### **3.2.9 Parliamentarian and Credentials**

The parliamentarian shall be appointed each year by the governor-elect prior to assuming office and should be someone who is an expert in parliamentary rules, procedure and debate and should be familiar with *Roberts Rules of Order Newly Revised* under which all district training sessions and meetings shall operate unless otherwise specified. The parliamentarian shall respond to requests for constitutional or procedural advice from members of the district officers, the district leadership team, club presidents and all district meetings.

The parliamentarian also serves as the credentials chair responsible for certifying the credentials of all electors and/or other Rotarians responsible for voting on district business, resolutions, elections, legislation and any other matters that come before a business meeting of the district.

### **3.2.10 Awards Committee**

The awards committee, working with the governor-elect, shall establish standards for recognition of Rotarians and clubs for the upcoming Rotary year. The committee will:

- Encourage club presidents and assistant governors to submit entries for awards;
- Promote an understanding of and effective participation in the awards program through regular contacts with each club in the district;
- Encourage clubs to organize exhibits of winning programs at the district conference and other appropriate district meetings;
- Report results of deliberations concerning awards and recognitions to the governor for his/her final decision at least 30 days prior to presentation of awards;
- Plan with the governor and treasurer for financial costs of presenting such awards and recognitions. Sufficient district budgeted funds should be available for all awards.

### **3.2.11 Sergeant-at-Arms Chair**

The sergeant-at-arms chair is appointed annually by the incoming governor and charged with keeping order at all district events, meetings, training sessions, assisting attendees and staff, and performing other duties as required by the governor. The sergeant-at-arms may appoint assistants for each district event as necessary.

### **3.2.12 Newsletter**

It is the duty of the governor to issue a monthly newsletter to each club president and secretary. It should include items of special interest, reminders about the district and RI events, and other items of importance including the membership and attendance report. The newsletter editor/publisher ensures that the newsletter is published each month in a timely manner, under the direction of the governor. Governors are also encouraged to send their newsletter to Interact & Rotaract Clubs in the district.

## **3.3 Committee Training Requirements**

Prior to serving as chair, committee chairs shall attend the district team-training seminar and the district training assembly. Committee members should participate in district team training and other district meetings as appropriate.

### **3.4 Committee Budgets and Expenses**

Committees requesting the expenditure of district funds to carry out their purposes shall propose formal budgets showing planned expenditures and anticipated income, if any. These proposed budgets shall be sent to the governor-elect and the finance committee chair when requested by the governor-elect. Budgeted expenses shall be reimbursed upon approval of the committee chair and the governor. Unbudgeted expenses shall require advance approval of the governor before the expense is eligible for reimbursement. District committees shall report to the governor on the status of their activities on a regular basis.

## **Section 4**

### **District Advisory Council and Council of Governors**

#### **4.1 District Advisory Council**

The district advisory council shall consist of the governor, governor-elect, governor nominee, immediate past governor, and shall include district leaders and others as designated by the district governor but shall be open to all district leaders and Rotarians. The council meets quarterly with the primary function to advise and update the governor and leadership.

The district secretary shall take minutes that will be reviewed first by the governor and the governor-elect and then sent to the district leadership within 30 days of the meeting. All past governors are honorary members of the council.

#### **4.2 Council of Governors**

An advisory council of governors shall be organized in the district, composed of the governor, governor-elect, governor-nominee, governor nominee-designate and all past governors who are members of Rotary clubs within the district. The purpose of the council is to promote open communications between current, future and past senior district leaders and to foster fellowship among them. These meetings may include spouses and special guests invited by the governor. Frequency of meetings will be at the governor's discretion but not less than twice a year. One should be scheduled shortly after the end of the RI International Assembly to allow the governor-elect to inform the current and past governors about the issues debated and presented at the International Assembly. The immediate past governor shall serve as chair of the committee. The district secretary shall serve as council secretary and shall send minutes of the meeting to all governors within 30 days of the meeting. The authority and responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the council.



<b>Section 5</b> <b>District Administrative Support</b>
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### **5.0 Administrative Assistant**

The Administrative Assistant provides a focal point for the dissemination of information, assistance and coordination of activities for the district leadership working under the direct supervision of the governor. The district governor, based on recommendation from the personnel committee and in consultation with the operations committee, may engage an Administrative Assistant, who serves at the discretion of the governor. The Administrative Assistant shall be a regular or temporary paid employee of the district and shall be responsible for the efficient operation of the district office. Compensation and benefits of the Administrative Assistant shall be provided for in the district budget and paid from the district fund. The Administrative Assistant shall have, at minimum, an annual performance review by the governor with results provided to the personnel committee.

Duties and responsibilities are outlined in a job description (see District Job Description Manual) approved by the personnel committee in consultation with the governor and include but are not limited to: sending to each club secretary, not later than June 1, an invoice for annual district dues. The invoice shall reflect that dues shall be due and payable by July 15 and shall be calculated by the club secretary based on the club's membership as of July 1.

### **5.1 District Office**

For continuity purposes, the district shall maintain a district office for the use of the district Administrative Assistant, the governor, governor-elect and other district leadership. All official district records and files, other than those maintained by the governor at his/her personal office during the term of office, shall be maintained at the district office and/or in electronic storage that is Internet accessible and meets or exceeds security and storage policies established by the operations committee. The location of the district office may change as deemed necessary and appropriate by the governor upon approval of the personnel and operations committees.

<b>Section 6</b> <b>District Education and Training</b>
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### **6.0 District Education and Training**

To prepare incoming leaders for their responsibilities, the RI Board has approved a sequence of training events as required by the Rotary International and the appropriate district training manuals. These include:

- District Conference
- District Training Assembly
- Presidents-Elect Training Seminar

- District Team Training Seminar
- AG Training
- District Leadership Seminar
- District Membership Seminar
- Rotary Foundation Seminar

The intended purpose, content, targeted attendees and timing for each of these are addressed in the RICoP.

### **6.1 Presidents-Elect Training Seminar**

The district is currently part of a multidistrict Presidents-elect Training Seminar (PETS) known as Chesapeake PETS. The governor-elect, in accordance with the policies and procedures of the Chesapeake PETS board, will select an individual to serve on the committee and coordinate our district’s participation. This individual should be a member of the training committee.

### **6.2 Pre-PETS**

Prior to PETS, this district will schedule one or more Pre-PETS workshops to prepare president’s-elect for attendance at PETS and to address district-specific training that will not be included in the multidistrict PETS agenda.

### **6.3 AG Training**

AG Training will be conducted in conjunction with the District Team Training Seminar.

### **6.4 Rotary Leadership Institute (RLI)**

The Rotary Leadership Institute is a program founded to strengthen individual Rotary clubs by improving leadership skills and increasing the Rotary knowledge of Rotarians. It is a three- part, sequential program with each part lasting one full day. District 7610 is a part of the Zone 33 organization that includes Virginia, most of West Virginia, South Carolina, North Carolina, Delaware, District of Columbia, most of Maryland and parts of Tennessee. A fall and a spring Institute are hosted in the district each year. Rotarians are encouraged to attend RLI sessions in another district. Clubs are encouraged to select potential, as well as current, club leaders to participate in the program. Clubs are encouraged to pay registration fees for their members when possible.

## **Section 7**

### **Rules of Procedure**

#### **7.1 Rules of Procedure**

At all official district meetings and training sessions, *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters not otherwise specified in this Leadership Plan and Procedures Manual or the *RI Manual of Procedure* or *Rotary Code of Policies*.

## **7.2 Amendments by Operation of Law**

If any amendment of this District Leadership Plan and Procedures Manual (DLP) is required by operation of law or through amendment of the Constitution, Bylaws, or Policies and Procedures of Rotary International, then such amendment to this plan shall become effective as required. Such changes will be incorporated into the next revision of the DLP.

## **7.3 Proposed Modifications**

It is understood that this manual will need to be reviewed, evaluated and subsequently modified from time to time. Proposals for modifications may be submitted at any time to the chair of the DLP and legislative committee. The DLP and legislative committee shall review the suggested modifications for consistency with the RIMOP and RICO P and shall work with the proposer to resolve any inconsistencies. Adopted amendments shall be published by the DLP and Legislative committee.

Following each RI Council on Legislation, the governor shall request the DLP and Legislative committee to review this manual for consistency with any changes in RI governing documents and to consider other modifications as may be recommended by incoming leadership.

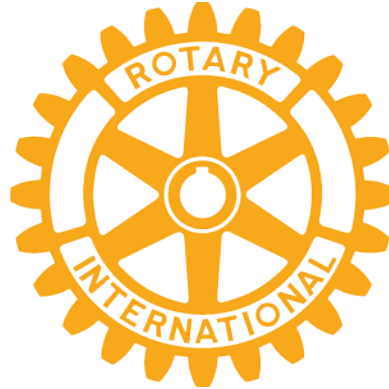
## **7.4 References for this Manual**

Principal references and authorizing documents for this District 7610 Leadership Plan and Procedures Manual are shown below. All are available in their entirety on the RI website at [www.rotary.org](http://www.rotary.org).

- 2016 RI [Manual of Procedure](#)
- [Rotary Code of Policies](#), January 2018
- [Rotary Foundation Code of Policies](#) , January 2018
- [Lead Your District: Governor - District Governor's Manual](#) 2018-19
- [Lead Your District: Committee Chair](#) 2017-20
- [Lead Your District: Training - District Training Manual](#) 2017-20
- [Lead Your District: Assistant Governor](#) 2017-20
- [Lead Your District: Rotary Foundation Committee manual](#).2018-21

(Note: Above references are active links to rotary.org.)

# Rotary



## THE FOUR WAY TEST

Of the things we think, say or do . . . . .

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
3. Will it be **BENEFICIAL** to all concerned?